

26 SEP. 1975

MEMORANDUM FOR: Chief, Policy and Plans Group  
SUBJECT : MBO Objective OS-D 01-76  
REFERENCE : Memorandum to Deputy Directors,  
Same Subject, dated 19 Sept. 1975

1. In response to the referent memorandum, a summation of the Security Records Division Annual Records Volume Inventory for 1975 is listed below. This compilation identifies the records by type and volume.

2. OFFICE FILES

Office of Security Case Files	10,771.0 cu. ft.
Administrative Files, C/SRD	10.8
Administrative Files, Microfiche Branch	1.0
TWX Chronological, Incoming & Outgoing	3.6
Cable Chronological, Incoming & Outgoing	7.0
Post Office Expenditures and Incoming and Outgoing Mail Receipts	.6
Courier and Manifest Records	2.6
Cable Log Files	.8
Dispatch Chronological Files	1.4
Master Copy of Headquarters and of Security Regulations, Bulletins, Directives	<u>2.0</u>
TOTAL:	10,800.4 cu. ft.

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3. CARD SIZE FILES

Office of Security Personal Index	155.0 cu. ft.
Office of Security Impersonal Index	8.1
Case Control Index (IBM Punch Cards)	8.8
Cryptonym and Pseudonym Index	.6
True Name Index	.6
Abstract File Index (Courier, Mail, Dispatch & Case Control)	1.5

TOTAL: 174.6 cu. ft.

4. REFERENCE MATERIAL

Systems Support Branch Library (Catalogs & reference material relating to data processing)	TOTAL: 8.0 cu. ft.
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5. MICROFORM RECORDS

Security Automated Name Check Activity	.16 cu. ft.
Security Automated Dossier Retrieval System	.06
Confidential Informant Index	.16
Confidential Informant Index (35mm)	.02
Master Copy of Microfiche Records	36.5

TOTAL: 36.90 cu. ft.



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Chief,  
Security Records Division